



MAKANI AHEAHE

D14-DIRAUX NEWSLETTER



OCTOBER 2002

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The DIRAUX Newsletter is published to assist in providing clarity of operations and Auxiliary procedures. It does not set policy, but rather seeks to enhance policy and assist you in following it.

DIRAUX STAFF:

Lieutenant Commander Robert Kohlhoff:
Director of Auxiliary
808-541-2086

SK1 Allison Hope:
Financial and Property Manager, Travel
and Patrol Orders / Claims, Injury and
Damage Claims
808-541-2150

Mrs. Lynda Law:
Membership Records, Enrollments,
Transfers, Training Requests, Sustained
Service and Years of Service Awards, and
Testing
808-5412087

NACON 2002

The Auxiliary National Conference was held 29 August to 01 September 2002. Some highlights were the National Staff Officer elections, National Board's review of recommendations to change the member's pledge, standardizing Standing Rules, and review of a National Publications Award Logo. The Auxiliary Association met to discuss additional classes of memberships in the Coast

Guard Auxiliary. DIRAUX, Petty Officer Hope and Branch Secretary Lynda Law attended NACON representing District Fourteen (gold side). Petty Officer Hope attended the Operations Training Officer (OTO) meetings and both Petty Officer Hope and Lynda took part in the training offered at NACON. The training covered MHLS harbor patrols, communications, AUXDATA, surface operations including new automated patrol order system, National Auxiliary Testing Center offerings, air operations, and numerous other courses covering most mission areas. The Chief Director reported the new Auxiliary Manual is going through concurrent clearance prior to final printing of 50,000 copies. The Auxiliary Operations Policy Manual is still under review with an expected release date near the end of the year. Changes to the Boat Crew Training Manual are in concurrent clearance. New Auxiliary Aircraft Type Hourly Rates have been approved which are quite a bit higher than the old rates. G-OCX also reported we have funding in the FY-03 budget for PEPIRBs and our budget model should be funded at 95 percent in FY-03. During the PACAREA meeting we received a brief from Mr. Platt who is working diligently at CG Headquarters and with all the districts to get the bugs out of AUXDATA. Commodore Urgola spoke about a plan to add another AIM class at the CG Academy.

-LCDR Kohlhoff

rkohlhoff@d14.uscg.mil



Patrol Order's 101

I would like to help clarify the proper procedures of how to fill out, submit as well as expect reimbursement for the CG-5132.

Reference:

Auxiliary Manual (COMDINST M16790.1E)
USCG Finance Center SOP (FINCENSTFINST M7000.1)

Your desired patrol dates should be submitted to your elected DSO-OP whom is currently Steen Weinold, Flotilla 01-18. The appropriate schedule is made a month in advance. Submit your name, facility and dates by the 15th of every month. Make any cancellations or additional desired patrol dates via Steen and Eva Dean, sandw@att.net, however, due to the Weinolds trip to the mainland you should also place USCG Group Honolulu in the "courtesy copy" block grphonoopcen@d14.uscg.mil to ensure receipt. We also have a new form, optional at this time, to request patrols entitled, "Patrol Order Request Form" via email or facsimile.

USCG GROUP, Sand Island issues you a signed paper copy of your patrol order, CG-5132, indicating your patrol date and patrol mission number.

CG-5132 "Section 1 –Authorization" under the area entitled "Accounting Data" annotates which reimbursable items are *or are not* authorized.

On the dates you are going to be issued patrol orders, it may be a good idea to start recording your daily activity times and/or mileage in advance to transcribe the applicable data onto your patrol order form.

"Section II – Claim for Reimbursement", under the area entitled "**Itinerary**" is where you will place the date, time and location information you have compiled. Your "Facility In Use" and "Facility Use Ended" date & times are the only times that an Auxiliarist member, under orders, is authorized for, and which reimbursement is computed from. *Please note that boats with a slip (moored) and aircraft are not authorized "Auto/Trailer Data" i.e.; mileage expenses.*

"Section II – Claim for Reimbursement", under the area entitled "**List Names...**" If you do not annotate the name along with their member number (old or new number at this point) then you will not be reimbursed for those members meal, even if your patrol warrants reimbursement.

"Section II – Claim for Reimbursement", under the area entitled "**Reimbursable Expenses.**" Checkmark as "Yes" or "No" under the area entitled "Received in Kind (Government Provided)" as follows:

Check mark the "YES" block if your meals, fuel & oil, ice or other items were provided to you via a USCG Activity or a USCG Authorized Vendor.

If you checked "Yes" for meals: also checkmark the applicable meal boxes under "Total crew/Authorized passengers" blocks pertaining to the corresponding meals only. Do not place anything in the "Total" or "Grand Total" blocks.

If you have incurred charges by provided your crew meals, then checkmark the "NO" block. And again, checkmark the applicable boxes ...optional; you may place your total dollar amount incurred for meals in the "Total" block only. FINCEN will only pay the current maximum allowable meal rates.

If you checkmark "Yes" for Fuel & Oil then list the date, location and gallons of fuel received along with how many quarts of oil provided if applicable. Alternatively, this information may already be supported/identified on the receipt, if submitted along with patrol order.

Example annotation for corresponding line that immediately following the yes or no block:

"10/15, Maui Oil Co., 32-GL fuel, 1-QT oil"

Example for ice line: 05-LB bag

If you check marked "No" for Fuel & Oil, then list the gallons of fuel received and total dollar amount along with the separate total amount of oil. Add these together and place in the dollar amount in the "Total" block. Do not place anything in the "Grand Total" block.

Example annotation for corresponding line that immediately following the yes or no block:

"14-GL fuel \$28.70, 01-QT oil \$2.97" and place the amount \$31.67 in the "Total" column.

Example for ice line: 05-LB ice \$1.75

Receipts are required for any claims that total \$25.00 or more, as per the current FINCENSTFINST M7000.1. Commandant issued a letter directing this to be changed to \$75.00. However, those are procedures for the payment process of FINCEN, it does not forego Auxiliary members supporting documentation as per their DirAux. D14 DirAux requests that all receipts be provided.

If any patrol orders exceed \$50.00 and do not accompany a receipt, a form has been created via MS Word entitled "Certificate in Lieu of Receipts." This form will NOT substitute receipts on a reoccurring basis. Please note that this form is also to be used with multiple patrols supported by a single receipt *i.e.; original receipt should be attached to initial patrol order and this form must be sent every time the same receipt is used until the gallon amount on the receipt is expended, while under patrol orders.*

Trailer Costs, Ramp Fees, Lock Fees and "other" expenses also require a receipt, regardless of value. Official telephone costs do not.

Electronic Funds Transfer, EFT, is the preferred method of reimbursement for your patrol order claims. Simply designate your financial institutions routing number along with your account number for direct deposit. This

method is much faster compared to awaiting a check to be printed and mailed. You may enroll via:

<https://cgweb.fincen.uscg.mil/secure/enrollmentform.htm>

USCG Finance Center has an Internet website that will detail your EFT payments via travel or patrol orders. Utilize the entire document number i.e.; from patrol orders it is located at the upper right hand corner: 2703343430120.
<http://www.fincen.uscg.mil/auxinfo.htm>

NOTICE: We hope to be online with a new system, POMS, by mid-January. This enables our office to submit your claims electronically. This will improve the payment timeline dramatically. *I.e.; hopefully within a week of submission vice up to and over a month for mailing in claims and especially for those who currently opt for checks to be mailed back. Please take the opportunity to sign up for EFT now to better utilize this system. Please note that the original copy of your patrol order, with appropriate signatures and receipts are maintained at the DirAux office, subject to random audits.*

If you have further questions or would like to request a copy of the "...Receipts" or "Patrol Request Form" via MSWord file, contact me for fax or email transfer.

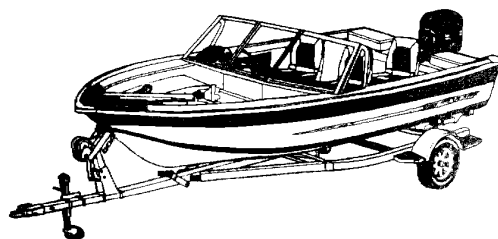
-SK1 Hope
ahope@d14.uscg.mil

OPERATIONS

QE'S

BRUCE TAKAYAMA HAS RECENTLY BEEN SELECTED AS A NEW QE.
CONGRATULATIONS!

-LCDR Kohlhoff

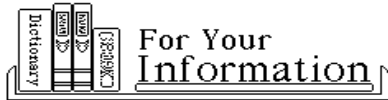


Boat Facility Inspections Due For CY-2002

01-14 Bob-N-Nan
01-16 Jolly Rodger
01-16 Kalao O Na Kai
01-18 Paradise Express
01-18 Lady Sadie
01-18 Jalperi
01-20 Dauntless
01-20 Fuunene Gal
01-23 Dragon Lady
02-24 Rubicon
02-24 Sweet Dolores
02-24 Riba
03-13 Good Life
03-13 Kim III
03-13 Gremblin
03-13 Beloved Jenny
03-15 Babe
03-25 Kulina II
03-25 Alyce C
03-26 Way Too Much

CONINUED: BOAT FACILITY INSPECTIONS
DUE FOR CY-2002

03-26 Seafire
03-26 Maile
03-26 Pau'ole
03-26 The Whistler
03-26 241214
03-26 Mikele' II



FACILITY MAINTENANCE

The Coast Guard is looking at facility maintenance and is requesting money in FY-04 to fund vessel maintenance.

I would advise those who do not keep a facility log for Auxiliary and private use to *start one*. Also, I recommend you keep track of maintenance, purchase dates and hours on equipment and machinery if you don't already do this.

In addition, we are looking at "wear and tear" damage claims

-LCDR Kohlhoff
rkohlhoff@d14.uscg.mil

TRAINING



On-line testing is expanding and becoming National Auxiliary Testing Center (NATC). In addition to the APC, MDV, and VE tests, you will also be able to access specialty course exams as well as the NAVRULES online. You can view this site at <http://cgexams.info/testing/>. Further instruction and a list of authorized proctors are forthcoming.

The other big news is that Team Coordination Training (TCT) is being replaced by Risk Management training for Auxiliary qualifications. TCT will still be required for augmenting Coast Guard cutters and boats.

-LCDR Kohlhoff
And Lynda Law llaw@d14.uscg.mil

Upcoming & Available Local Training:

Leadership and Management (LAM)
09 DEC 02

Aviation Annual Workshop
11 JAN 03

AUXLAM
14 MAR 03

Course Code	Course Title / Location	CGHR MS Code	Duration / Quotas	Class Dates
AUX-03	Recruiting Accession Training CG Academy	501062	4 days / 30 quotas	Jan 9-12
AUX-10	AUXDATA Staff Training Chicago NIU	501548	3days / 30 quotas	Jan 17-19
AUX-05	AMLOC for RCOs and DCs TRACEN Petaluma	501064	5 days / 30 quotas	Jan 20-24
AUX-02	Auxiliary LAMs CG Academy	501061	5 days / 30 quotas	Feb 10-14
AUX-03	Recruiting Accession Training TRACEN Yorktown	501062	4 days / 30 quotas	Feb 20-23
AUX-10	AUXDATA Staff Training Canton, OH	501548	3 days / 30 quotas	Feb 20-23
AUX-12	Public Affairs DINFOS, FT Mead, MD	501562	3days / 30 quotas	Feb 28-Mar 2
AUX-05	AMLOC for RCOs and DCs Location TBD	501064	5 days / 30 quotas	Mar 10-14
AUX-12	Public Affairs TRACEN Petaluma	501562	3days / 30 quotas	Mar 21-23
AUX-06	ATON & Chart Updating TRACEN Yorktown	501065	4 days / 30 quotas	Apr 1-4

Course Code	Course Title / Location	CGHR MS Code	Duration / Quotas	Class Dates
AUX-09	OTO Training Petaluma/Bo dega Bay	501559	3 days/ 24 quotas	Apr 9-11
AUX-12	Public Affairs DINFOS, FT Mead, MD	501562	3days / 30 quotas	Apr 25-27
AUX-07	Aux Senior Officer - ASOC CG Academy	501066	5 days / 30 quotas	Apr 28-May 2
AUX-13	Coxswain Academy TBD	TBD	3days / 30 quotas	May 9-11
AUX-13	Coxswain Academy TBD	TBD	3days / 30 quotas	May 23-25
AUX-13	Coxswain Academy TBD	TBD	3days / 30 quotas	June 6-8
AUX-13	Coxswain Academy TBD	TBD	3days / 30 quotas	June 20-22
AUX-03	Recruiting Accession Training TRACEN Petaluma	501062	4 days / 30 quotas	June 26-29
AUX-13	Coxswain Academy TBD	TBD	3days / 30 quotas	July 11-13
AUX-11	Diraux Junior Staff Management TRACEN Petaluma	501561	3days / 30 quotas	July 18-20
AUX-03	Recruiting Accession Training TRACEN Yorktown	501062	4 days / 30 quotas	Sept 4-7

QUALIFICATIONS



A new qualification, Boat Force Operations, has been approved and we will start a program in the Auxiliary in the near future. This is an Active Duty as well as Auxiliary qualification and one of the tasks is to attend a Flotilla and Division meeting. You may notice a few more guests at your meetings. See COMDTINST M16114.30.

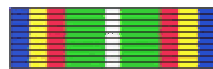
-LCDR Kohlhoff
rkohlhoff@d14.uscg.mil

Five-Year Currency Due CY-2002

01-16 R Fong COXN
 01-16 J Phillips CREW
 02-24 J Milman CREW
 03-13 S Budar COXN
 03-19 W Spurlock COXN
 03-19 M Krinitz CREW
 03-26 D Burns COXN
 03-26 J Kidney COXN
 03-26M Wilson COXN



AWARDS



Commandant has awarded you the Coast Guard Unit Commendation with the Operational Distinguishing Device. Congratulations, well done.

-LCDR Kohlhoff

PUBLICATIONS



Do you have entries on your Record of Changes? This page is usually located next to the Table of Contents, as it records any changes that have been entered since the initial publication. Please file your "Commandant Notice" for each change in the respective manual.

Several Manuals and publications can be found online. Unfortunately, *some of them*, along with many of our member's personal copies, may be outdated.

Please refer to the "series" and/or change number *e.g.*; CH-1, to determine if your copy is current.

Current Boat Crew Qualification Guides:

Volume I: Crew Member;
 COMDINST M16794.52 CH-1

Volume II: Coxswain
 COMDINST M16794.53 CH-1 (a supplemental CH-1 update is forthcoming due to previously missing sections)

Note: This will be an ongoing section!

NEW MEMBERS



Abell, Saul
Akamu, Matthew
Arima, Miles
Atkinson, Thomas
Becerra, Nelsson
Beer, Roger
Bidigare, Suzanne
Binkley, Adrea
Blanchard, Daphne
Blanchard, Jeremy
Boyd, Stafford
Brehm, Thomas
Budynas, Robert
Burkley, Eugene

Carr, Verla (Penny)
Chargualaf, James
Chen, David
Christy, Edward
Choy, Melvin
Chun, Wayne
Conway, Eddy
Cox, Sheila
Cundiff, David
Curtice, Carl
Cutler, Nathan
Darling, Jeffrey
Davis, Benjamin
Davis, Kathryn
Davis, Glenn
Dawbarn, Bert
Dodd, Beth
Dodd, Matthew
Donnelly, Lloyd
Dresser, Mark
Driftmier, James
Dunaville, Keith
Fischer, Mark
Gilman, Linda

Gilman, Michael
Glover, Danny
Goto, George
Gregory, Robert
Grow, Ryan
Guardino, Gary
Guardino, Sharon
Halip, Norman
Hoffman, Charles
Holliday, Charlayne
Hughes, C. Richard
Isaac, Thomas
Kelly, Christine
King, Kathryn
King, Richard
Lam, Grant
Lampert, Kerstin
Lampert, Nelson
Lembeck, (Edward) Jay
Leverich, Kris
Long, Wallace
Mallon, Lisa
Mallon, Michael
McAleavey, Margaret

McNeely, James
Mizumoto, Laura
Murphy, Patricia
Orr, Robert
Perkins, Russell
Perry, Glenn
Ramos, Anthony
Reed, Marcus
Rester, Austin
Rifkowitz, Ira
Romero, Jesus
Rosario, John
Scanlan, Raymond
St. Cyrr, Elizabeth
Stanford Sr, Ronald
Strong, Dianne
Terukina, Kekoa
Tom, Sandra
Vair, Prescilla
Vining, Michael Scot
Weinold, Karen
Wilson, John

WELCOME ABOARD!

